



# **ADJUTANT SECTION**

# **TRAINING COMMAND**

ADJUTANT 1STLT BALL 278-5042

ADMIN CHIEF SSGT MELLO 278-0029

AWARDS CHIEF MR. SCHMIDT 278-0030

COMMERCIAL (703) 784-XXXX

**PLEASE NOTE THAT ALL TRAINING COMMAND ORDERS AND  
POLICY LETTERS ARE AVAILABLE ONLINE AT TRAINING  
COMMAND'S WEBSITE:**

**<http://www.tecom.usmc.mil/tcom/>**

# **MISSION STATEMENT**

- TO PROVIDE EFFECTIVE AND TIMELY ADMINISTRATIVE SUPPORT TO THE COMMANDING GENERAL AND ALL UNITS WITHIN TRAINING COMMAND.

# **TOPICS COVERED**

- FITNESS REPORT SUBMISSION.
- AWARD RECOMMENDATIONS SUBMISSION.
- TRAINING COMMAND'S MERITORIOUS PROMOTION PROGRAM.
- CAREER PLANNING MATTERS
- MISCELLANEOUS ADMINISTRATIVE ISSUES.
- LEGAL MATTERS.
  - REQUEST FOR LEGAL SERVICES.
  - ADMINISTRATIVE SEPARATIONS.
  - REQUEST MASTS.
  - NON-JUDICIAL PUNISHMENT APPEALS.
- UNIT ADDRESSES

# **FITNESS REPORT**

# **SUBMISSION**

# **(SCHOOLS)**

- THE COMMANDING GENERAL IS THE REPORTING SENIOR FOR ALL FORMAL SCHOOL COMMANDERS.
  - MRO WORKSHEETS ARE DUE TO THE COMMANDING GENERAL NO LATER THAN 30 DAYS PRIOR TO THE ENDING DATE OF THE REPORT.
- THE COMMANDING GENERAL IS THE REVIEWING OFFICER FOR ALL FITNESS REPORTS WRITTEN BY SCHOOL COMMANDERS.
- THE COMMANDING GENERAL IS THE THIRD OFFICER SIGHTER AUTHORITY FOR ALL ADVERSE FITNESS REPORTS THAT REQUIRE A GENERAL OFFICER'S SIGNATURE.

# **FITNESS REPORT**

# **SUBMISSION (DETS)**

- THE COMMANDING GENERAL IS THE REVIEWING OFFICER FOR ALL DETACHMENT COMMANDING OFFICERS, OFFICERS IN CHARGE, AND REPRESENTATIVES.
- THE COMMANDING GENERAL IS THE THIRD OFFICER SIGHTER AUTHORITY FOR ALL ADVERSE FITNESS REPORTS THAT REQUIRE A GENERAL OFFICER'S SIGNATURE.
  - ADMINISTRATIVE REVIEWS ARE REQUIRED ON ALL FITNESS REPORTS WITHOUT A MARINE AS THE RS OR RO. THIS IS THE RESPONSIBILITY OF THE DETACHMENT COMMANDER OR THE SENIOR MARINE AT THE DETACHMENT.
  - DUE TO PROCESSING DELAYS EXPERIENCED WHEN USING UNIT ADDRESSES, OVERNIGHT DELIVERY SERVICE MAY BE PREFERRED.

# **AWARD**

# **RECOMMENDATIONS**

# **SUBMISSION**

# **(SCHOOLS AND DETS)**

- THE COMMANDING GENERAL IS THE APPROVAL AUTHORITY FOR ALL NAVY AND MARINE CORPS COMMENDATION MEDALS AND BELOW.
- AWARD RECOMMENDATIONS WILL BE PREPARED USING THE ELECTRONIC FORM 1650 AND IN ACCORDANCE WITH MARINE CORPS COMBAT DEVELOPMENT COMMAND ORDER 1650.1E AVAILABLE AT:

**WWW.QUANTICO.USMC.MIL/G1/ADJ/MCCDC/CATEGORY.HTM**

- AWARD RECOMMENDATIONS WILL BE FORWARDED TO:  
**TRAININGCOMMANDAWARD@TECOM.USMC.MIL**
- TRAINING COMMAND WILL PROCESS AWARD RECOMMENDATIONS FOR APPROVAL/DISAPPROVAL, OR FORWARD THE RECOMMENDATION WITHIN 2 WEEKS.

# **MERITORIOUS** **PROMOTION** **PROGRAM (SCHOOLS)**

- BASED UPON COMBINED PERMANENT PERSONNEL STRENGTH, THE COMMANDING GENERAL HAS AUTHORIZED 4 MERITORIOUS PROMOTIONS TO THE RANK OF CORPORAL PER QUARTER, AND 3 MERITORIOUS PROMOTIONS TO THE RANK OF SERGEANT EVERY 24 MONTHS.
- THE MERITORIOUS PROMOTION QUOTA ROTATION IS SET FORTH IN TRAINING COMMAND ORDER 1400.1.
- BASED UPON THE MERITORIOUS PROMOTION QUOTA ROTATION, NOMINEES FOR MERITORIOUS PROMOTION WILL BE SUBMITTED TO THE COMMANDING GENERAL FOR APPROVAL.

# **MERITORIOUS**

# **PROMOTION**

# **PROGRAM (DETS)**

- BASED UPON COMBINED PERMANENT PERSONNEL STRENGTH, THE COMMANDING GENERAL HAS AUTHORIZED 1 MERITORIOUS PROMOTION TO THE RANK OF CORPORAL PER QUARTER, AND 1 MERITORIOUS PROMOTION TO THE RANK OF SERGEANT EVERY 24 MONTHS.
- THE MERITORIOUS PROMOTION QUOTA ROTATION IS SET FORTH IN TRAINING COMMAND ORDER 1400.1.
- TRAINING COMMAND ORDER 1400.1 GOVERNS THE SUBMISSION OF MERITORIOUS PROMOTION PACKAGES TO THE COMMANDING GENERAL FOR SELECTION AND APPROVAL.

# **CAREER PLANNING**

## **MATTERS**

### **(SCHOOLS AND DETS)**

- ALL CAREER PLANNING MATTERS THAT REQUIRE A COMMANDING GENERAL'S WAIVER WILL BE FORWARDED TO THE TRAINING COMMAND CAREER PLANNER FOR PROCESSING AND SUBMISSION TO THE COMMANDING GENERAL FOR SIGNATURE.

# **MISCELLANEOUS**

# **ADMIN ISSUES**

- PREPARE ENDORSEMENTS FOR MATTERS FORWARDED TO HIGHER HEADQUARTERS.
  - IF YOU WOULD LIKE TO INCLUDE ADDITIONAL VERBIAGE ON ENDORSEMENTS, PLEASE PROVIDE RECOMMENDED COMMENTS VIA E-MAIL TO THE ADJUTANT OR ADMIN CHIEF, OR HARD COPY ENCLOSED WITHIN THE PACKAGE.

# **LEGAL MATTERS**

## **(DETS)**

- REQUEST FOR LEGAL SERVICES.
  - SPCM CONVENING AUTHORITY IS RESIDENT ONLY WITH DETACHMENT COMMANDERS OF THE RANK OF LTCOL OR ABOVE. ALL DETACHMENT COMMANDERS WHO HAVE SPCMCA MAINTAIN ALL OTHER AUTHORITY INHERENT TO SPCMCA. (I.E. SCMCA, PROMOTION AUTHORITY, REDUCTION AUTHORITY, ECT.)
  - REQUESTS FOR LEGAL SERVICES SHALL BE FORWARDED TO THE ADJUTANT SECTION, TRNGCOM. THE OFFICE OF THE STAFF JUDGE ADVOCATE, MCB, QUANTICO WILL FOR REVIEW REQUESTS FOR LEGAL SERVICES AND PROVIDE RECOMMENDATIONS TO THE COMMANDING GENERAL.
  - PLEASE ENSURE REQUESTS FOR LEGAL SERVICES INCLUDE ALL EVIDENCE AVAILABLE TO SUPPORT ALLEGED OFFENSE(S).

# **LEGAL MATTERS**

## **(DETS)**

- ADMINISTRATIVE SEPARATIONS.
  - ADMINISTRATIVE SEPARATION PACKAGES SHALL BE FORWARDED DIRECTLY TO THE ADMIN LAW SECTION, OSJA, MCB, QUANTICO, VA (**ADDRESS PROVIDED AT THE END OF THE PRESENTATION**). THE SJA WILL REVIEW THE PACKAGE AND PREPARE CORRESPONDENCE FOR THE COMMANDING GENERAL, TRAINING COMMAND'S SIGNATURE.
  - TRAINING COMMAND IS THE APPROVAL AUTHORITY FOR SEPARATION DUE TO PREGNANCY, EARLY RELEASE FOR EDUCATION, ETC.

# **LEGAL MATTERS** **(SCHOOLS AND DETS)**

- REQUEST MASTS.
  - REQUEST MASTS SUBMITTED TO THE COMMANDING GENERAL ARE GOVERNED BY TRAINING COMMAND ORDER TRNGCOMO 1700.1 W/CH 1.
  - TRNGCOM IS THE IMMEDIATE COMMANDING GENERAL LEVEL FOR ALL FORMAL SCHOOL AND DETACHMENT REQUEST MASTS. REQUEST MASTS WILL NOT BE FORWARDED TO HIGHER HEADQUARTERS UNLESS DIRECTED BY THE COMMANDING GENERAL.
  - REQUEST MASTS SHALL BE FORWARDED DIRECTLY TO THE ADJUTANT SECTION, BY THE MOST EXPEDITIOUS MEANS AVAILABLE, FOR ACTION BY THE COMMANDING GENERAL.
  - UNLESS UNUSUAL CIRCUMSTANCES EXIST, ALL REQUEST MASTS WILL BE HEARD VIA TELEPHONIC COMMUNICATION.

# **LEGAL MATTERS**

## **(DETS)**

- NJP APPEALS
  - THE COMMANDING GENERAL IS THE IMMEDIATE COMMANDING GENERAL LEVEL FOR ALL NJP APPEALS HELD BY DETACHMENT COMMANDERS AND OFFICERS IN CHARGE.
  - NJP APPEALS SHALL BE FORWARDED TO THE COMMANDING GENERAL VIA THE REVIEW SECTION, OSJA, MCB, QUANTICO, VA (**ADDRESS PROVIDED AT THE END OF THE PRESENTATION**).

# **UNIT ADDRESS**

COMMANDING GENERAL  
TRAINING COMMAND (C47A)  
3300 RUSSELL ROAD  
QUANTICO, VA 22134

**ADDRESS FOR**  
**FEDERAL EXPRESS**  
**DELIVERY**

COMMANDING GENERAL  
TRAINING COMMAND  
ATTN: ADJUTANT  
ROOM 4, BLDG 2042  
2042 SOUTH STREET  
QUANTICO, VA 22134

-DO NOT USE OVERNIGHT SERVICE FOR  
WEEKEND DELIVERY, NO ONE WILL BE  
AVAILABLE FOR RECEIPT!

# **SEPARATION PACKAGE**

# **SUBMISSION ADDRESS**

OFFICE OF THE STAFF JUDGE ADVOCATE

ATTN: ADMIN LAW

3250 CATLIN AVENUE

QUANTICO, VA 22134

- POC IS THE ADMIN LAW CHIEF AT DSN 278-2776 OR COMMERCIAL (703) 784-2776

# **NJP APPEAL**

# **SUBMISSION ADDRESS**

OFFICE OF THE STAFF JUDGE ADVOCATE

ATTN: REVIEW OFFICER

3250 CATLIN AVENUE

QUANTICO, VA 22134

- POC IS THE REVIEW OFFICER AT DSN 278-3688 OR COMMERCIAL (703) 784-3688

QUESTIONS?